



COVID-19 Emergency Operations Center

SOP No: MS-167

Date of Last Revision: 04/08/22

Standard Operating Procedure Patient Data Management

Subject: Patient Data Management for Medical Shelter Sites

1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on Patient Data Management at Medical Shelter sites.

2. Contacts

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3. Procedures

• Background

Once Clinical has composed and compiled all patient data within the patient's chart, the chart will need to be prepared for archival.

Restricted access must be maintained to all patient records.

All Patient data is subject to privacy HIPPA compliance. See Public Health Notice below in References.

• Archival Process

- All charts will be arranged per facility, but Intake Month and then alphabetically by last name.

- The Intake Log for each facility will be matched to the paper chart. Once it is confirmed that the data matches, the chart will put in its proper order in a file box according to its facility, intake month, and last name.
- Data from the Intake log will be copied over to the Archival log and a Summary Sheet that will be included in each completed archival file box.
 - Archival Log consists of: Box code, Intake Date, Discharge Date, Patient Last name, First name and birthdate.
- Once all files and summary sheet are composed, the boxes will be labeled with a box code.
- An archival company will be arranged such as FileKeepers. When an archival company is employed, the box code data from the Archival Log will indexed into their data base.
- All boxes of files to be archived will be scheduled for transfer to physical location of archival company.

4. References

- <http://publichealth.lacounty.gov/docs/NoticeofPrivacy-ENG.pdf>
- QI Intake Logs